

## Job Posting

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| <b>Department:</b>                                      | Franklin County Human Services                    |
| <b>Organization:</b>                                    | Franklin County Children and Youth Services       |
| <b>Job Code / Title:</b>                                | Administrative Assistant I                        |
| <b>Position Number:</b>                                 | 02  |
| <b>County:</b>  | Franklin  |
| <b>Headquarter City/Address:<br/>(Work Location)</b>    | 218 North Second Street<br>Chambersburg, PA 17201 |
| <b>Type of Job:</b>                                     | Merit   |
| <b>Union:</b>   | None  |
| <b>Bargaining Unit:</b>                                 | None  |
| <b>Seniority Position:</b>                              |   |
| <b>Type Position:</b>                                   | Full Time   |
| <b>Salary Range:</b>                                    | \$13.13   |
| <b>Pay Range &amp; Step:</b>                            | 8   |
| <b>Posting Length:</b>                                  | 5 Business Days                                   |
| <b>Posting Dates:</b>                                   | 09/23/2016 – 09/30/2016                           |
| <b>Contact Name / Number:</b>                           | Charles Martin III / (717)261-3150                |
| <b>Additional Information:</b>                          | 37.5 hours per week                               |
| <b>Job Description:</b>                                 | See Attached                                      |
| <b>Last Date Job Applications<br/>Will Be Accepted:</b> | 09/30/2016  |

### RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment
- Merit System

### ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Such training as may have been gained through graduation from a four year college or university; or any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

# **Job Posting**

## **SELECTION CRITERIA**

### **HOW TO APPLY – ALL CANDIDATES:**

The following materials must be received by 4:30 pm on or before 09/30/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III, 218 North Second Street, Chambersburg, P.A. 17202

**Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.**

# FRANKLIN COUNTY

## ADMINISTRATIVE ASSISTANT I

Position Description

Non-Exempt

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### OVERALL OBJECTIVE OF JOB

To perform varied secretarial and administrative functions in timely manner to assure efficient operation of department; and to act as liaison between the assigned department and other county agencies and/or departments.

### ESSENTIAL FUNCTIONS OF JOB

1. Assists Director or department supervisor in a variety of administrative and secretarial projects and duties as assigned.
2. Composes letters, memos and other correspondence as required.
3. Types reports, letters, memos and other documents as needed on typewriter or computer; prepares required reports as directed.
4. Maintains files and statistics required within the department.
5. Operates computer, provides input and makes adjustments to programs and data as required.
6. Schedules interviews, appointments, meetings, etc. for director and others as necessary.
7. Assists in preparing presentation materials regarding department functions for agencies and groups as requested.
8. Answers inquiries from public and others regarding departmental procedures, assisting them in person or on the telephone.
9. Notarizes documents or processes forms for department and clients as needed and if assigned.
10. Interacts with other internal and external government departments, outside bureaus, agencies, courts and general public daily as needed to perform essential job duties.
11. Assists Director or Supervisor by providing input for budget preparation.
12. Assists Director or Supervisor with several department projects/programs, i.e., contracts, grants, studies, court preparation and documents depending upon specific department needs.
13. Assists in processing invoicing, billing or other financial matters for department as assigned.

### OTHER DUTIES OF JOB

1. Attends meetings, training, seminars as required.
2. Requisitions supplies for office as required.
3. Opens mail and distributes within department as necessary.
4. Assists other clerical staff with work duties as needed.
5. Performs other job-related duties as required.

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SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Director or Supervisor in regard to daily work duties.

SUPERVISION GIVEN

None.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ADMINISTRATIVE ASSISTANT I AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.